



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Zoning/Building Division**

Class Code: 5604

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Technical work reviewing site plans for code compliance, transmitting information to the public regarding Residential Land Development Code.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Answers the public's questions concerning Zoning Classification, permitted uses, special exceptions, property location and size, and subdividing of parcels utilizing legal descriptions. Initiates, prepares and executes Development Orders.

Reviews building permit applications to ensure zoning, arbor and subdivision compliance.

Prepares statistical reports for residential and zoning permit activity.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of property legal descriptions as they relate to the enforcement of regulatory codes. Knowledge of all applicable County and State zoning regulations, as well as departmental policies and procedures.

Ability to review residential site plans to insure compliance with existing Land Development Code requirements and to perform basic drafting assignments. Ability to follow oral and written instructions and to prepare accurate reports as required.

Associates Degree, and/or one (1) year experience in zoning, planning or engineering activity.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table, customer counter or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.

